# Shop Foreman – Vehicle Maintenance

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 12/19**

**Job Summary:**  Maintains and repairs all vehicles, off-road equipment, power tools, and shop equipment; prepares requisitions for necessary parts, tools, and supplies to support the shop; performs other duties as assigned.

**Essential Functions:**

1. Maintains and repairs all vehicles, off-road equipment, power tools, and shop equipment;
2. Supervises personnel in various maintenance job responsibilities;
3. Performs tasks in the field, such as welding, machining mechanics, and fabrication;
4. Operates all equipment; instructs others on safety operations and proper use;
5. Prepares requisitions for necessary parts, tools, and supplies to support the shop;
6. Maintains records of minor and major maintenance repairs and safely inspections;
7. Assists in the formulation of the maintenance department budget;
8. Train and mentor Mechanic 1 & Mechanic 2 technicians;
9. Employee is subject to call in emergencies and weekend on call;
10. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Expert knowledge of machinery and vehicle repair and maintenance;
3. Ability to communicate effectively with other staff and members of the public;
4. Ability to safely operate various heavy equipment;
5. Knowledge of safety regulations and established procedures for operating equipment as well as for ensuring public safety;
6. Ability to supervise and motivate subordinate staff;
7. Ability to prepare and maintain accurate records.

**Education and Experience:**

1. Associates degree;
2. Two years or more of job-related experience;
3. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Must possess a valid Maryland Class B Commercial Driver’s License with air brakes and passenger endorsement or the ability to obtain one within 6 months from date of employment;
2. Must pass a physical examination prior to employment.
3. Position is classified as safety-sensitive and shall be subject to drug and alcohol testing as required under federal regulations.
4. Employee will be required to attend training to obtain or improve knowledge and develop or update specific skills.

**Physical and Environmental Conditions:**

Work requires constant physical effort including some lifting or handling of heavy tools or materials of 60 pounds or more in addition to driving heavy vehicles.

Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, or machines. Employees may be required to use protective gear such as boots, gloves, and goggles; may require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date